



DEPARTMENT OF THE NAVY  
COMMANDER  
HELICOPTER TACTICAL WING  
U.S. PACIFIC FLEET  
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COMHELTACWINGPACINST 5530.2A

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COMHELTACWINGPAC INSTRUCTION 5530.2A

Subj: REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR)  
GOVERNMENT PROPERTY (OPNAV REPORT CONTROL SYMBOL (RCS)  
5500-1)

Ref: (a) SECNAVINST 5500.4G  
(b) OPNAVINST 5530.14B  
(c) COMNAVAIRPACINST 5500.6C  
(d) OPNAVINST 5530.13B

Encl: (1) MLSR Reporting Requirements

1. Purpose. To prescribe policy and procedures for reporting  
MLSR government property within COMHELTACWING U.S. Pacific Fleet.

2. Cancellation. COMHELTACWINGPACINST 5530.2.

3. Discussion. This instruction recognizes the need for  
immediate visibility of sensitive material losses and recoveries,  
the existence of material accountability procedures and the need  
to analyze and correct system deficiencies. Certain categories  
of material are so sensitive that they must be made immediately  
visible to investigating agencies at the time of loss or  
recovery. Naval Surface Warfare Center (NSWC), Crane, Indiana  
has been established as the central point of data management and  
information storage in order to attain a higher level of data  
accuracy, visibility, and control to assist in reducing material  
loss levels.

4. Policy

a. Effective management of naval assets is a matter of top  
priority within COMHELTACWINGPAC and requires effective loss  
prevention and physical security programs. Each person is  
charged with proper safeguarding of all government property under  
his/her jurisdiction whether or not he/she has a signed receipt.  
Property issued to individuals does not become private property  
by act of issuance or possession, but remains Navy property and

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must be properly safeguarded. Property losses often occur due to improper safeguarding and carelessness. The MLSR program enables higher authority to better recognize physical security needs and reduce loss of assets.

b. COMHELTACWINGPAC commands will ensure personnel are held accountable for MLSR property and will report MLSR incidents. Reports will include an accurate description of circumstances and identify actions taken to reduce or eliminate the possibility of recurrence.

c. COMHELTACWINGPAC commands will accomplish analysis of losses reported, as well as loss prevention action, per reference (b). Requests for data or trend analysis can be requested, from NSWG, Crane, Indiana (Code 3046), via the chain of command on a quarterly basis.

d. To enhance the overall benefit of the MLSR government property reporting program, clearly identified links must be established within command property management, security, and property survey groups. These groups will eliminate duplicative efforts with the command such as investigation and causative research. This association will also permit one reporting vehicle to be used for inventory resolution, security, investigation, and reporting to higher authority for items within the dollar value reporting limitations. Accordingly, the command security officer may function as chairperson for survey board actions up to \$10,000 or, as a minimum, be assigned to the command survey board.

## 5. Reporting.

a. MLSR property reports are to be submitted per procedures and the format set forth in reference (a) and as outline in enclosure (1). The Command Legal Officer will be notified and included in the routing chain. All COMHELTACWINGPAC commands are responsible for initiating reports on items of MLSR property under their cognizance. Government property which is held in sub-custody only will be reported by the command having custody at the time the property was discovered missing, lost, stolen, or

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recovered. The command accountable for the property will be included as an information addressee in the MLSR report by the subcustody command.

b. The report must provide details of any security deficiency contributing to the incident and corrective action taken/planned. The following types of property are reported under the MLSR reporting program:

(1) Sensitive Material. Arms, ammunition, explosives, and precious metals. Sensitive items must be reported within 48 hours. Transmission is authorized under minimize for initial sensitive reports. Final reports concerning sensitive item(s) are to be initiated on DD Form 200, and SF 364/361 per reference (a).

(2) General Material. Any government property not otherwise defined under sensitive material. General material reports require the completion of a DD Form 200. Message report is not required for non-sensitive item(s).

(3) Intransit Material. Material that is in the transportation system which requires the preparation of an SF 361 or SF 364 Form when discovered missing, lost, stolen, or recovered. A message report is not required.

NOTE: Supplemental reports will be submitted by letter or message using data elements of the initial report when changes occur in the status of an MLSR after a final report has been submitted. Copies will be provided to all addressees that received final reports.

(4) Property recovered after having been reported as missing, lost, or stolen must be reported regardless of whether the recovering command reported the property as missing, lost, or stolen so the recovered item(s) may be removed from the record repository data bases at NSWC, Crane, Indiana.

5. MLSR Reporting Restrictions. MLSR reports will not be made available to federal or local law enforcement agencies by COMHELTACWINGPAC commands.

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6. Action

a. Host activity/installation level security officers will conduct a preliminary investigation and refer any MLSR incident involving theft or suspected theft to the supporting Naval Criminal Investigative Service (NCIS) field component.

b. Tenant commands having a security officer administering the MLSR program independent of the host security officer will report incidents involving theft or suspected theft to the supporting NCIS field component and the host security officer, as appropriate. NCIS is to be notified.

c. Ensure compliance with MLSR reporting procedures set forth herein.

d. Take prompt action to correct security discrepancies that contribute to MLSR incidents.

7. COMHELTACWINGPAC Responsibilities. COMHELTACWINGPAC will monitor MLSR programs and ensure subordinate commands are in compliance and participate in the program. Reviews of previous MLSR reports indicate common deficiencies in the following areas:

a. Required investigations not initiated or losses not reported to NCIS.

b. MLSR reports not numbered consecutively.

c. Too often the statements "Loss due to poor administrative procedures; corrective action will be to improve administrative procedures" are used, yet repeated losses by the same command indicate continued ineffective or unenforced security procedures.

d. Failure to address accountability for losses.

e. Reports incorrectly addressed.

MLSR programs will be reviewed thoroughly during command inspections, specific comments noted, and corrective action monitored.

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8. MLSR property reports serve as useful tools to Commanding Officers as well as higher echelons. They provide a measure of effectiveness of command internal controls, stimulate review of command inventory and accountability procedures, and reflect both weaknesses and strengths in the Command's Physical Security program. Command attention in drafting MLSR reports, as well as careful review and monitoring at more senior levels, will lead to more effective MLSR programs throughout COMHELTACWINGPAC. The MLSR program remains a NAVINSGEN, CINCPACFLT, and COMHELTACWINGPAC Inspector General special interest items.



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Distribution:

COMHELTACWINGPACINST 5216.1C (CH-1)

List I and II

MLSR REPORTING REQUIREMENTS

1. Background. SECNAVINST 5500.4G provides details on reporting requirements involving MLSR government property. Reporting requirements and policy for MLSR reporting within this command are listed below.

2. The following categories of government property are reportable under the MLSR reporting programs:

a. Arms, Ammunition and Explosives (AA&E)

- (1) All Category I missiles and rockets.
- (2) All Category I through IV rockets.
- (3) Smallest individual unit of issue of ammunition smaller than .50 caliber.
- (4) Individual rounds of .50 caliber and larger ammunition.
- (5) Individual mortar, grenade, rocket, and missile rounds.
- (6) Individual land mines, demolition charges, and blocks of bulk ammunition/explosives.
- (7) Other items with 10 or more pounds net explosive weight.

b. Precious metals

- (1) Economically recoverable gold, silver, platinum (valued over \$100).
- (2) Commemorative Silver.

\* Sensitive items must be reported within 48 hours.

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c. Property

(1) Navy

(a) All property requiring completion of Report of Survey (DD Form 200), Report of Discrepancy (SF 364), or Transportation Discrepancy Report (SF 361), that is Missing, Lost, Stolen, or Recovered.

(b) Value thresholds and timeframes are established by applicable Naval Supply Systems Command (NAVSUP) instruction.

3. Reporting Channels. If the applicable NAVSUP instruction requires a DD Form 200 or SF 364 and the property is missing, lost, stolen, or recovered, the form, upon completion, will be submitted through the activity Security Officer. SF 361 will continue to be routed per JAG Manual, Section 0202b. Message reports are required in certain cases and will be submitted.

4. Narcotic, Cryptographic, and Classified Material Reporting. Narcotic losses are not included under the MLSR program and will be reported as prescribed in Chapter 21 of the Manual of the Medical Department. Cryptographic items accountable with the Communications Security (COMSEC) material system are not included in the MLSR program. Losses will be reported per Commander, Naval Security Group procedures. Classified material losses are not included under the MLSR program and will be reported as prescribed in Chapters 4 and 5 of reference (d).

5. Reporting Procedures.

a. Refer to reporting procedures delineated in reference (c).